eCounting 2022

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INFORMATION BULLETIN

Issue 12 – 18 March 2022

Welcome to the twelfth project bulletin for eCounting 2022.

You will find copies of all Bulletins on the EMB website at eCounting Bulletins 2022

Info	**General** In addition to this being circulated to the wider election community please feel free to circulate to others in your wider teams.
Action	• **Telling us who your eCounting staff are and which role profile (access to eCounting functions) each should have** o All staff who require to access the Idox eCounting software to perform a role need to have a smartcard allocated to them. o Idox have created a **User account request facility in EasyPrint** that makes it very easy for Councils to input the name of each person who needs a smartcard against a particular User type (role). This will save Councils having to compile lists of staff and provide these to the Fujitsu teams in Count week and will also make the staff enrolment session during Count week easier since Staff will already be matched to their role. o Idox will provide the User lists for all 32 Council's to the Central Support team who will in turn distribute these to each of the Count Centre set-up teams. **Actions for you:** o **Between now and 4pm on 22 April you should please set up your Users on EasyPrint.** o **The total number of possible User Accounts is limited. If you think you could have a need for <u>more than 60 User Accounts</u> in a single Count Centre, can you please let the Project Team know this as soon as possible.** Detailed advice on selecting the right User type for each of your staff is included in Q&A No 7. The attached Easyprint Guide – Users will assist you with this.
Action	• **Test ballot papers for your use in Count week** We are offering each Council some of the ballot papers which have been used for training and testing during the Project. These are being provided so that you: o Can run a small mock count, hold refresher training, or provide basic training for Scanning staff during Count week.

	o Hold small demonstrations for candidates, agents and other interested parties, for example, by walking observers through the end to end process using 2 boxes which will be set up so you can take this very small contest to a Count. The basis for distributing ballot papers is as follows: o Each Council will receive 2 ballot boxes per scanning workstation to enable all Scanning operators to try out their role. Each box will contain approximately 150 ballot papers. o Councils with 4 or fewer scanners will have ballot boxes from one contest. o Councils with 5-9 scanners will have ballot boxes from 2 Contests. o Councils with more than 10 scanners will have ballot boxes from 3 Contests. o All Councils will receive 2 boxes of 150 ballot papers each in a single very small Contest to enable demonstrations to be given to candidates and agents. Your Regional Manager will be in touch with you very shortly to confirm that you wish to receive ballot papers on this basis. Should you require fewer ballot papers please let your RM know. We will try to accommodate any requests for more, but we have a finite supply to work from!
Info	**Engagement** • **Q&As No 7** Q&A No 7 accompanies this Bulletin and again new and updated information since edition No 6 is highlighted in yellow. • **Easyprint –** Next major date for all councils is 28 March 2022 'Live Ballot Book' data, however, we will accept this earlier if any Councils wish to upload it. Idox are also preparing Candidate proofing for any Councils that wish to use EasyPrint to enter their nominations individually, if you wish to do this please contact your Print Controller who will set this up for you. • **EMS Systems** – Idox communications with Democracy Counts is completed, Democracy Counts have confirmed that the files received from the Idox EMS system are compatible with their Electorscan PV system. Idox will provide all DC councils with a file that they must pass onto Democracy Counts, this file will contain the elector reference number, ward name and the ballot paper number with checksum to allow DC to configure their system. If you have any questions please contact your print controller. • **Implementation Plan** – Thanks to the majority of Councils for their work and inputs to get their Implementation Plan to an agreed final stage for early March, appreciating some tweaks may still be necessary. For those who have still to finalise their agreed plans please let your Regional Manager know if there is anything further they can assist with to conclude your agreed final Plan by the end of this month.

	• **Fujitsu Count Support Staff** – Fujitsu have now recruited Managers and Engineers (plus contingency staff) and training is well underway and onboarding tasks have already commenced. Allocations to councils will be advised shortly.

Action	**Training**
	• **eLearning** – 506 Council trainees have now accessed eLearning and feedback remains very positive.
	
	• **Face to Face Training** – There are only 2 more Councils to complete Face to Face Training. Again, feedback has been positive. For the 2 remaining Councils, please ensure staff are aware of the role they are expected to undertake in advance of attending their training session. Feedback will be provided in more detail on completion of the Face to Face Training.
	
	• **Count Centre/Returning Officer Information Pack –** This Pack is designed to assist Returning Officers and will contain:
	    o Count Reports (already shared but now includes User Guide for Preference by Ballot Box merging as an appendix)
	    o Tied votes
	    o Re-Counts
	    o Process /task list for technical people and users/Councils to go through in the event a Count has to be recovered/restarted
	
	Aide Memoires for each eCount Role are currently being developed and will be sent to the User Group once finalised.
	
	If you consider there are any generic Factsheets or information documents you would benefit from, please email aileen.knudsen@edinburgh.gov.uk to let us know.
	
	• **Idox Print Controllers** – An online training session to demo the 'Preference by Ballot Box' report being merged will be arranged by your Idox Print Controller. The online training session will be closer to the Election for team members required to complete this process. **Note**: Your team member(s) may need their credentials created for Easyprint. The 'User Guide' for this will be appended to the Count Reports document available in the Returning Officers' Information Pack. If you have any questions on this matter, please contact your Print Controller.

Action	**Post-Election Activities** • **Lessons Learned** – As you are already aware the project team are planning a lessons learned period in the months following the delivery of the election. This piece of work will cover all elements of the project from inception through to delivery, and close down. The project team would like to create a group that is represented by key stakeholders across the election community to take part in sessions to plot lessons learned and areas for future improvement.

- All councils and stakeholder bodies will be invited to provide written feedback, however if you would like to form part of a working group to help shape future improvement, please email aileen.knudsen@edinburgh.gov.uk and we will add you to this group.

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